

Full-Time Wyoming Army National Guard Vacancy

ARMY GUARD AREA 2 – JOB OPPORTUNITY TECHNICIAN VACANCY ANNOUNCEMENT

Please review the Area of Consideration and the Instructions for Applying sections prior to submitting an application package.

19 OCT 2006

ANNOUNCEMENT #: 06-163

CLOSING DATE: 20 NOV 2006

POSITION TITLE, SERIES AND GRADE: Security Assistant, GS-0086-07

SALARY RANGE: \$35,116 to \$45,648 per year

LOCATION OF POSITION: Joint Force Headquarters – Cheyenne, Wyoming

APPOINTMENT FACTORS: Excepted Service Enlisted (ENL) - the incumbent of this position is required to be a military member of the Wyoming Army National Guard.

MILITARY GRADE REQUIREMENTS AND COMPATIBILITY CRITERIA: After selection, must possess or be eligible for assignment to a military position in ENL CMF 31B, 42L and 96B. Maximum military grade authorized is E-7.

POSITION SENSITIVITY: 2 – Non-Critical Sensitive (NCS)

AREA OF CONSIDERATION: For Job Opportunity Technicians: This vacancy is open to all active members of the Wyoming Army National Guard. (see page 3 for technician application procedures).

QUALIFICATION REQUIREMENTS: GENERAL – Clerical or administrative work which indicates the ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

SPECIALIZED - Must have 12 months of specialized experience which has included:

- 1.) Knowledge of security concepts, principles, practices, and standards relating to identification custodian, motor vehicle registration and circulation control regarding base entry and entry to restricted areas and suppression.
- 2.) Knowledge of the operation of and required standards for badge and identification computer systems.
- 3.) Knowledge of safety and security regulations, practices, and procedures.
- 4.) Skill in analyzing form verification of authorized signatures to controlled forms and ID cards.
- 5.) Skill in planning and carrying out identification and registration procedures.
- 6.) Ability to communicate effectively both orally and in writing.

DUTIES AND RESPONSIBILITIES: Receives, reviews, and submits requests for personnel clearances for serviced civilian and military personnel. Checks the request for completeness and accuracy and contacts the Security Manager, Supervisor, points of contact at the serviced units, and/or the individual subject of the background/clearance investigation for any questions or corrections that are required. Maintains contact with the agency conducting the investigation as well as the requesting unit in order to keep all apprised of the process or to provide notification of any developing situations. Acts as the primary point of contact regarding the status of all pending clearances, current security clearance status, or questions on security clearance procedures. Maintains a file for status of pending investigations, current status of all members, as well as periodic reinvestigations for secret and top secret clearances held. Checks with the agency performing the investigation for an update on the status of the security clearance in question. Provides instruction or presentations to unit administrators and/or unit security managers on documentation requirements and regulations, policies, and procedures to be followed. Performs other duties as assigned.

NOMINATING OFFICIAL: Corey Loghry, Deputy Personnel Officer

WYOMING NATIONAL GUARD HUMAN RESOURCES OFFICE (HRO) POINT OF CONTACT:

OC Casey Henry at (307) 772-5167, DSN 388-5167, or E-Mail casey.henry@wy.ngb.army.mil

PRE-EMPLOYMENT INQUIRY: An employment inquiry may be sent by the HRO to those previous employers shown on the application in order to provide reasonable assurance that there is no derogatory or suitability information. The incumbent may be required to pass a physical screening prior to being assigned.

SUBMIT YOUR APPLICATION TO: Human Resources Office
Attn: Technician Staffing
5500 Bishop Boulevard
Cheyenne, WY 82009-3320

INSTRUCTIONS FOR APPLYING: All application materials must be received in HRO no later than 1630 on the indicated closing date. Materials arriving after the closing date will not be considered. Do not submit application materials in binders, file folders, etc.

The Wyoming Military Department is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, national origin, sex, political affiliation, or any other non-merit factor.

TECHNICIAN SPECIFIC INSTRUCTIONS

You will be rated on your experience related to the Qualification Requirements section of the vacancy announcement. These minimum experience requirements are essential for successful performance in the position. You must fully justify, on your application, how you meet these requirements.

The application packet will consist of the following: A typed or neatly printed summary of your history. This may be a resume, established form (OF 612), or any other application form you choose.

As a minimum, your packet must include the following information in order to be considered:

- Announcement number and title of the position for which you are applying.
- Your full name, mailing address, and phone number(s) where you can be reached.
- Your military grade and unit of assignment.
- Your social security account number and birth date.
- **A narrative of your work (paid or unpaid), training, education, and/or other experiences that may be related to this vacancy.**
- List all pertinent military experiences.
- Describe duties in your own words; do not submit copies of official position descriptions.
- **Credit will be granted only if there is sufficient information in your application to fully substantiate how you satisfy the qualification requirements.**
- If you believe your education will help you qualify for this vacancy, include a copy of your **transcript(s)**. Education substitution credit will not be given without transcripts or certificates of completion.
- Show actual dates for all work experience submitted.

Incomplete applications will not be considered. All application materials will be retained by the Human Resources Office as part of the staffing file. You may submit copies rather than original documents. Veteran's preference does not apply to positions in this agency.

Special notes:

- Acceptance of a permanent or indefinite position will cause termination from the Selected Reserve Incentive Program (SRIP).
- Relocation expenses will not be paid by the government.
- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- The selected applicant must complete a "Declaration of Federal Employment" prior to the appointment date.
- Faxed/emailed applications **WILL** be accepted to accommodate deployed members only.

Please feel free to call us at (307) 772-5167, DSN 388-5167, or email casey.henry@wy.ngb.army.mil for any additional information or clarification that you may need in reference to this procedure.